



**CITY OF ST. CHARLES
POSITION DESCRIPTION
Operations Assistant- Electric**

Department: Public Works – Electric Engineering FLSA Status: Non- Exempt
Reports to: Electric Line Foreman Union: Non- Union
Positions supervised: None

Position Description Overview

This position is responsible for performing a variety of duties from non-technical assistance and support work through semi-technical work in direct support of the Electric Line Foreman.

Essential Functions and Responsibilities

1. Monitor contractors working for the Electric Utility for compliance with specifications and safety standards. Track contractor progress for compliance with required schedule and budget.
2. Perform routine field inspections of customer installations (conduit installations, services, transformer foundations, customer grounding for example) for compliance with City Code, National Electric Code, National Electric Safety Code and City of St. Charles Municipal Electric Utility standard practices.
3. Perform Safety Audits on Electric Utility Personnel in the field. Coordinate and facilitate Safety Meetings. Maintain database of Safety Audit results. Utilize Safety Audit results, industry information or pertinent OSHA topics to develop custom discussions/presentations pertaining to the City of St. Charles Municipal Electric Utility needs. Cooperate on development, monitoring and implementation of the Utility Safety Business Plan.
4. Assist the Electric Line Foreman by performing observations and reviewing job prints from Electric Engineering for completeness and ability to construct.
5. Assist the Electric Engineering division by performing preliminary reviews of job prints being developed.
6. Perform quality analysis inspections on completed work.
7. Monitor and track major material needs, current stock and open orders. Communicate status to appropriate personnel. Collaborate with Purchasing for forecasting items and notification of pending needs.
8. Assist the Electric Line Foreman in responding to customer concerns and requests for information.
9. Participate in development of specifications for equipment purchases or construction contracts. Collaborate between vendors/suppliers, City Electric Utility Personnel and Purchasing to develop specifications or bid packages.

10. Create field notes and material required lists for relatively simple distribution jobs.
11. Assist Engineering in study and correction of power quality issues.
12. Perform substation inspections on a weekly basis to gather and record load data on each circuit. Inspect substation infrastructure; transformers, reclosers, circuit breakers, structures, and record and distribute data.
13. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
14. Adhere to all departmental and City safety policies.

Additional Functions and Other Duties

1. Monitor and update electronic files including schedules and budget spreadsheets.
2. Assist in data collection activities.
3. Verify map information and assists in record keeping and filing.
4. Perform other duties as required or assigned.

Basic Requirements

Knowledge, Skills, and Abilities

1. Extensive knowledge of and experience in electric line work, safety procedures & equipment, and required clearances from trees and other obstructions. Extensive knowledge of general practices of an electric utility and of the NESC and NEC.
2. General knowledge of land survey techniques, instruments, and tools.
2. Strong knowledge of computers and standard Microsoft programs (Word, Excel, etc.).
3. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.
4. Effective written and verbal communication skills.
5. Ability to establish and maintain effective working relationships with other employees, and those seeking assistance.
6. Ability to read and understand circuit maps, schedules, engineering documents and plans. Ability to plan, organize, and schedule work performed on electric utility system.

7. Ability to work under varying environmental conditions both indoors and outdoors, these may include severe weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, dust, dirt, fumes, low illumination, poor visibility, noise, etc.
8. Ability to move, remove, and replace light objects and use heavy tools and test equipment weighing up to 50 lbs.
9. Ability to perform manual labor under a variety of conditions, which may require walking, walking on uneven surfaces, climbing, crawling, kneeling, stooping, standing, and/or sitting for extended periods of time.
10. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, and calls from co-workers, etc.
11. Possession of a valid driver's license.
12. Ability and willingness to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week and carry a communication device.
13. Maintain a residence within the following boundaries: commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.

Experience and Education

1. High school diploma or equivalent.
2. Ten (10) years minimum experience working in electric utility operations, preferably as a electric line worker.
3. One (1) year of experience in contractor administration.
4. Equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date

Engineering Assistant- Electric

7/26/05